



## **Program Manager Job Description**

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**Job Title -Program Manager**

**Job Type – 1 FTE**

**Report to – Executive Director**

### **General Position Summary:**

The Program Manager will have overall strategic and operational responsibility for all program areas. The position will be a part of the senior management team that drives the overall direction for the organization and represents Douglass Community Association (Douglass) on a local and regional basis. The Program Manager will focus on the following areas: program development, leadership and management; external relationships, knowledge management, fundraising.

### **Principles Duties and Responsibilities:**

1. Provide vision, leadership and direction to all programming of DCA, offering top-quality services that produce positive outcomes for children and families served
2. Execute responsible budget management practices, making timely and reliable decisions to maintain a robust financial status
3. Integrate with all Douglass Community Association services, establishing a culture within the agency that includes the entire staff in the process of supporting children and families served and meeting Douglass' mission, goals and objectives
4. Communicate in an open, professional manner that promotes strong partnerships
5. Provide staff and volunteer supervision and support, fostering the development of a highly qualified, capable, committed and efficient team
6. Coordinate continuous quality improvement efforts aligned with recommendations of accrediting and regulating entities
7. Develop and implement efficient policies and procedures and provide oversight of the FDRC to maintain compliance with accreditation standards

**Minimum Requirements:**

- Bachelor's degree, in Human Services with at least 5 years of management experience. MSW preferred
- Experience in managing quality programs and achieving excellence in organizational and project management with the ability to achieve strategic objectives, and manage a budget.
- Ability to engage a wide range of stakeholders including advisory groups, volunteers, foundations, corporate sponsors, and practitioner groups
- Experience in writing grant proposals preferred.

**Qualified candidates should e-mail (preferred method) or mail a letter of interest and resume to:**

**s.thomas-cloud@douglasscommunity.org.** (Please use "Program Manager" in the subject line)

Douglass Community Association

Attn: Sherry Thomas-Cloud

1000 W. Paterson

Kalamazoo, MI 49007

Douglass Community Association is an equal opportunity employer.